

Once a school team has determined that a student needs instructional materials in specialized formats, and has selected the specific format(s) needed (i.e., Braille, digital text, audio or large print), the next step is to determine how to acquire the materials.

Addressing the following questions is a good way to begin the process of acquiring AIM for a student.

Is the material:

- Under copyright? (a textbook or contemporary novel)
- In the public domain? (classic novels by Mark Twain, Jane Austen, or works by Shakespeare)
- Teacher-created? (handouts in print format)
- What is the specialized format required? (Braille, digital text, audio, or large print)
- Under what law(s) is the student being served? (IDEA or Section 504 of the Rehabilitation Act)

With answers to these questions, the IEP team can determine the appropriate acquisition system from the following options:

- Directly from the book publisher, if available
- Through the Iowa Department for the Blind
- Through a search of an online national repository such as Bookshare
- Through a search of Web-based public domain non-copyright materials such as Project Gutenberg
- Through a process of scanning the documents locally and converting them into the necessary specialized format

The choice of method for acquiring AIM will depend on several factors:

- Whether the student has an Individual Education Program (IEP)
- Whether the student has a Section 504 Accommodation Plan

Sources for students with a Print Disability and with an IEP:

- Iowa Department for the Blind
- Book Publishers
- Public Domain materials
- Scanned materials

Sources for students with a Print Disability and with a Section 504 Plan:

- Iowa Department for the Blind
- Book Publishers
- Public Domain materials
- Scanned materials

Sources for students with IEP or Section 504 Plan but NOT identified as eligible under the Copyright Act as Amended:

- Book Publishers
- Public Domain materials
- Scanned materials

## Providers of AIM

### Iowa Department for the Blind (IDB)

Ideally, schools would be able to purchase - directly from publishers - copyrighted materials in specialized formats (Braille, digital text, audio, or large print). With few exceptions, that is not yet the norm. Accessible Media Producers (AMPs), however, apply a 1996 amendment to the original copyright law to convert copyrighted materials for use by people with print disabilities. **The Iowa Department for the Blind is such an AMP and is Iowa's sole authorized user of the NIMAC.**

### Book Publishers

Some publishers of instructional materials are now making their materials available in digital format. Unfortunately there is no central clearinghouse listing who these publishers are. Schools are encouraged to ask sales staff from these companies for lists of AIM that they can purchase.

If a publisher has a specialized format of a copyrighted material, such as a textbook or contemporary novel, available for sale, it can be purchased and used by any student. That is, it doesn't have to be reserved for the sole use of a student with a print disability. To date, publishers have been slow to market copyrighted works in specialized formats, so it's important to ask. Repeated requests send a message to publishers that there is a demand for AIM, thus pushing the "market model" that will ultimately result in multiple formats of a material being offered alongside its standard print version. So, ask the publisher - and keep asking!

### Public Domain Materials

A work in the public domain is not protected by copyright and is freely usable by everyone - not just students with disabilities.

Public domain works may be freely copied, used, and redistributed. As a result, the World Wide Web has become a voluminous host to public domain works, particularly classics of literature.

Students can access this content on the Web in multiple ways, such as customizing the appearance (font, size, contrast) or having the text read aloud via speech synthesis.

### **Scanned Materials**

If the specialized format of a copyrighted work is not available from the publisher nor from the Iowa Department for the Blind, scanning is an option as long as the process is consistent with the copyright law as amended. For example, if a textbook is several years old and no longer available from the publisher nor from IDB, pages can be scanned for the exclusive use by a student with a print disability (not distributed further), with the original copyright information, and a notice of protection of copyright included in the scanned version of the material. The scanned version is a digital text file, which can be converted to any of the other three specialized formats (audio, Braille, or large print).

Under the US laws, schools may not scan or otherwise duplicate copyrighted materials without the permission of the copyright holder unless the student meets the eligibility criteria of a Print Disability. If no other options are available, schools are permitted to scan and copy these materials only for the student with the print disability.